

# Community Use of Public Facilities

## MISSION STATEMENT

The mission of the Office of Community Use of Public Facilities (CUPF) is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community's needs without disrupting the instructional program of the Montgomery County Public Schools.

## BUDGET OVERVIEW

The total recommended FY07 Operating Budget for the Office of Community Use of Public Facilities is \$7,805,690, an increase of \$704,940 or 9.9 percent from the FY06 Approved Budget of \$7,100,750. Personnel Costs comprise 25.9 percent of the budget for 25 full-time positions and two part-time positions for 26.1 workyears. Operating Expenses account for the remaining 74.1 percent of the FY07 budget.

## HIGHLIGHTS

- ❖ *Increase reimbursements to MCPS to offset rising utility and maintenance costs.*
- ❖ *Maintain fund balance at or above policy target.*
- ❖ *Productivity Enhancements*
  - *Establish online request form to reserve space in County facilities.*
  - *Improve confirmation response time to customers by restructuring "window" periods for reservations.*

## PROGRAM CONTACTS

Contact Sharon Gran of the Office of Community Use of Public Facilities at 240.777.2713 or Charles Goldsmith of the Office of Management and Budget at 240.777.2779 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

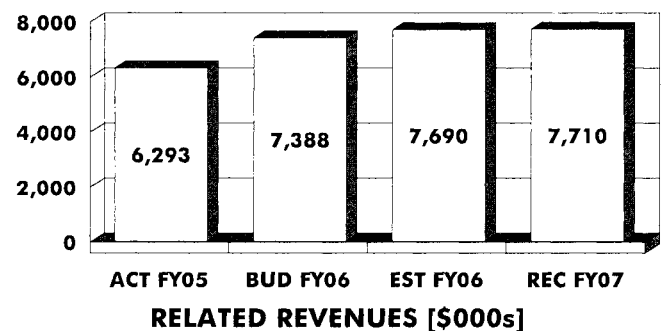
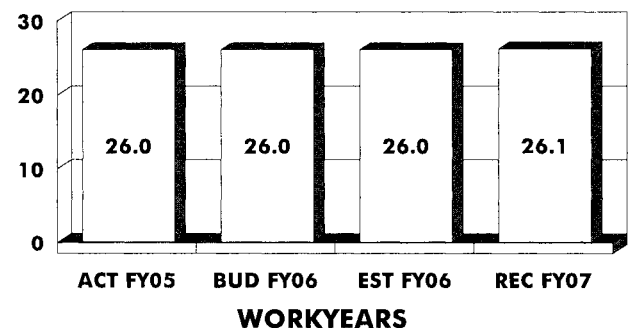
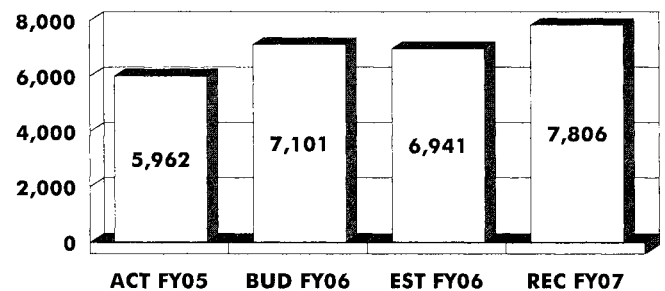
### Community Access to Public Space

This program provides community organizations and public agencies with access to public schools and government facilities for community services, programs, and events. Services performed by staff in support of this function include: user education training; centralized scheduling of schools, libraries, Regional Service Centers, and County government meeting rooms; managing on-line customer facility requests; administering connectivity to the facility database for school and County staff; information and referral; and problem and conflict resolution. Working with MCPS staff, PTAs, and community-based committees in the implementation and review of facility use policies and procedures is an integral component of this program.

## Program Summary

	Expenditures	WYs
Community Access to Public Space	7,805,690	26.1
<b>Totals</b>	<b>7,805,690</b>	<b>26.1</b>

## Trends



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This program also provides general management and staff support to the Interagency Coordinating Board (ICB), which is CUPF's policy-making authority, and its Citizens' Advisory Committee; and administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund. The County's General Fund supports limited free use of facilities to qualifying organizations in accordance with ICB policy.

***FY07 Recommended Changes***

	<b>Expenditures</b>	<b>WYs</b>
<b>FY06 Approved</b>	<b>7,100,750</b>	<b>26.0</b>
<b>FY07 CE Recommended</b>	<b>7,805,690</b>	<b>26.1</b>

## BUDGET SUMMARY

	Actual FY05	Budget FY06	Estimated FY06	Recommended FY07	% Chg Bud/Rec
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,305,774	1,470,120	1,372,270	1,524,410	3.7%
Employee Benefits	418,941	480,490	452,430	500,970	4.3%
<b>Community Use of Public Facilities Personnel Costs</b>	<b>1,724,715</b>	<b>1,950,610</b>	<b>1,824,700</b>	<b>2,025,380</b>	<b>3.8%</b>
Operating Expenses	4,236,820	5,138,620	5,104,790	5,780,310	12.5%
Capital Outlay	0	11,520	11,730	0	—
<b>Community Use of Public Facilities Expenditures</b>	<b>5,961,535</b>	<b>7,100,750</b>	<b>6,941,220</b>	<b>7,805,690</b>	<b>9.9%</b>
<b>PERSONNEL</b>					
Full-Time	25	25	25	25	—
Part-Time	2	2	2	2	—
Workyears	26.0	26.0	26.0	26.1	0.4%
<b>REVENUES</b>					
Community Use of Schools - State Grant	-2,378	0	0	0	—
General User Fees	6,184,703	7,230,540	7,490,880	7,490,880	3.6%
Ballfields	60,995	97,500	89,100	89,100	-8.6%
Investment Income	49,229	60,000	110,000	130,000	116.7%
<b>Community Use of Public Facilities Revenues</b>	<b>6,292,549</b>	<b>7,388,040</b>	<b>7,689,980</b>	<b>7,709,980</b>	<b>4.4%</b>

## FY07 RECOMMENDED CHANGES

	Expenditures	WYs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
<b>FY06 ORIGINAL APPROPRIATION</b>	<b>7,100,750</b>	<b>26.0</b>
<b><u>Changes (with service impacts)</u></b>		
Add: Unpermitted Field Use	25,000	0.0
Add: Language Line Funding	5,250	0.0
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Reimbursements to MCPS for Utilities	264,850	0.0
Increase Cost: Reimbursements to MCPS for Elections	204,770	0.0
Increase Cost: Other Reimbursements to MCPS	100,760	0.0
Increase Cost: FY07 Compensation	76,840	0.0
Increase Cost: Group Insurance Adjustment	26,700	0.0
Increase Cost: Annualization of FY06 Operating Expenses	24,610	0.0
Increase Cost: Office Lease	11,360	0.0
Increase Cost: Retirement Adjustment	7,620	0.0
Increase Cost: Motor Pool Rate Adjustment	5,890	0.0
Increase Cost: Records Management/Imaging Fee	550	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY06	-12,870	0.0
Decrease Cost: Annualization of FY06 Personnel Costs	-36,390	0.1
<b>FY07 RECOMMENDED:</b>	<b>7,805,690</b>	<b>26.1</b>

## FUTURE FISCAL IMPACTS

Title	CE REC.	(\$000's)				
	FY07	FY08	FY09	FY10	FY11	FY12
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>Expenditures</b>						
<b>FY07 Recommended</b> No inflation or compensation change is included in outyear projections.	<b>7,806</b>	<b>7,806</b>	<b>7,806</b>	<b>7,806</b>	<b>7,806</b>	<b>7,806</b>
<b>Elimination of One-Time Items Recommended in FY07</b> Items recommended for one-time funding in FY07, including the costs associated with nonpermitted field use, will be eliminated from the base in the outyears.	<b>0</b>	<b>-25</b>	<b>-25</b>	<b>-25</b>	<b>-25</b>	<b>-25</b>
<b>Labor Contracts</b> These figures represent the annualization of FY07 increments, general wage adjustments, and associated benefits.	<b>0</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>CUPF Transfer to MCPS for Elections</b> MCPS is compensated through CUPF for costs associated with general and primary elections held in school facilities. CUPF receives offsetting revenues from the General Fund for this purpose.	<b>0</b>	<b>-100</b>	<b>-97</b>	<b>-205</b>	<b>23</b>	<b>-88</b>
<b>Increase in Other MCPS Reimbursable Costs Based on CPI</b> Reimbursements to MCPS for maintenance and supplies will be periodically adjusted to reflect increases in those costs.	<b>0</b>	<b>92</b>	<b>94</b>	<b>97</b>	<b>99</b>	<b>102</b>
<b>Increase in Utility Reimbursements to MCPS</b> These amounts reflect the projected future cost of reimbursing MCPS for utilities as approved by the Interagency Coordinating Board..	<b>0</b>	<b>350</b>	<b>359</b>	<b>369</b>	<b>379</b>	<b>389</b>
<b>Subtotal Expenditures</b>	<b>7,806</b>	<b>8,148</b>	<b>8,163</b>	<b>8,067</b>	<b>8,307</b>	<b>8,210</b>

FY07-12 PUBLIC SERVICES PROGRAM: FISCAL PLAN			COMMUNITY USE OF PUBLIC FACILITIES				
FISCAL PROJECTIONS	FY06 ESTIMATE	FY07 REC	FY08 PROJECTION	FY09 PROJECTION	FY10 PROJECTION	FY11 PROJECTION	FY12 PROJECTION
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	12.60%	12.76%	12.76%	12.76%	12.76%	12.76%	12.76%
CPI (Fiscal Year)	3.7%	2.6%	2.6%	2.7%	2.7%	2.7%	2.7%
Investment Income Yield	4.2%	4.6%	4.7%	4.7%	4.8%	4.9%	4.9%
Rate Increase Pending ICB Approval	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	0.0%
<b>BEGINNING CASH BALANCE</b>	<b>2,991,240</b>	<b>3,510,440</b>	<b>3,402,660</b>	<b>3,159,740</b>	<b>2,956,900</b>	<b>2,753,860</b>	<b>2,550,330</b>
<b>REVENUES</b>							
Charges For Services	7,579,980	7,579,980	7,956,840	7,959,310	7,961,850	7,964,450	7,967,120
Miscellaneous	110,000	130,000	140,000	150,000	160,000	170,000	180,000
<b>Subtotal Revenues</b>	<b>7,689,980</b>	<b>7,709,980</b>	<b>8,096,840</b>	<b>8,109,310</b>	<b>8,121,850</b>	<b>8,134,450</b>	<b>8,147,120</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>	<b>(229,560)</b>	<b>(12,070)</b>	<b>(140,040)</b>	<b>(137,210)</b>	<b>(245,090)</b>	<b>(17,510)</b>	<b>(128,230)</b>
<b>TOTAL RESOURCES</b>	<b>10,451,660</b>	<b>11,208,350</b>	<b>11,359,460</b>	<b>11,131,840</b>	<b>10,833,660</b>	<b>10,870,800</b>	<b>10,569,220</b>
<b>PSP OPER. BUDGET APPROP/ EXP'S.</b>							
Operating Budget	(6,941,220)	(7,805,690)	(7,805,690)	(7,805,690)	(7,805,690)	(7,805,690)	(7,805,690)
Labor Agreement	n/a	0	(25,520)	(25,520)	(25,520)	(25,520)	(25,520)
Annualizations and One-Time Elections	n/a	n/a	25,000	25,000	25,000	25,000	25,000
Increase Utility Reimbursement to MCPS	n/a	n/a	99,720	96,890	204,770	(22,810)	87,910
Office Lease	n/a	n/a	(350,000)	(359,450)	(369,160)	(379,130)	(389,370)
Database Server	n/a	n/a	(11,700)	(12,170)	(12,660)	(13,170)	(13,700)
Other Increases in Reimbursements to MCPS	n/a	n/a	(40,000)	0	0	0	(40,000)
	n/a	n/a	(91,530)	(94,000)	(96,540)	(99,150)	(101,830)
<b>Subtotal PSP Oper Budget Approp / Exp's</b>	<b>(6,941,220)</b>	<b>(7,805,690)</b>	<b>(8,199,720)</b>	<b>(8,174,940)</b>	<b>(8,079,800)</b>	<b>(8,320,470)</b>	<b>(8,263,200)</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(6,941,220)</b>	<b>(7,805,690)</b>	<b>(8,199,720)</b>	<b>(8,174,940)</b>	<b>(8,079,800)</b>	<b>(8,320,470)</b>	<b>(8,263,200)</b>
<b>YEAR END CASH BALANCE</b>	<b>3,510,440</b>	<b>3,402,660</b>	<b>3,159,740</b>	<b>2,956,900</b>	<b>2,753,860</b>	<b>2,550,330</b>	<b>2,306,020</b>
<b>END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES</b>	<b>33.6%</b>	<b>30.4%</b>	<b>27.8%</b>	<b>26.6%</b>	<b>25.4%</b>	<b>23.5%</b>	<b>21.8%</b>
<b>Assumptions:</b> <ol style="list-style-type: none"> <li>1. The table reflects Resolution 06-002 approved by the ICB on September 21, 2005, which increases fees by 5% in FY08. Any fee changes in subsequent years would require approval of the ICB.</li> <li>2. Changes in interfund transfers reflect the election cycle and receipts from the General Fund to offset cost of free use and unpermitted field use.</li> <li>3. Labor contract with the Municipal and County Government Employees Organization Local 1994 expires at the end of FY07.</li> </ol> <b>Notes:</b> <ol style="list-style-type: none"> <li>1. Fund balance is calculated on a cash basis.</li> <li>2. Fees and activity levels are adjusted to fund the approved service program and maintain an ending fund balance target of at least 10% of resources.</li> <li>3. These projections are based on the Executive's Recommended Budget and include negotiated labor agreements, the operating costs of capital facilities, the fiscal impact of approved legislation or regulations, and other programmatic commitments. They do not include inflation or unapproved service improvements. The projected future expenditures, revenues, and fund balance may vary based on changes to fee or tax rates, usage, inflation, future labor agreements, and other factors not assumed here.</li> </ol>							